

**Appendix F: Field-based Activities Report**



**Lamar University – M.Ed. in Educational Technology Leadership**

**Field-based Activities Monthly Report - Part 1: Log**

Date: February 2010		Total Internship hours at the start of the month:	0
Week	Functions	Description	Hrs
1	Week's Activities	Upgrade and reconfigure Renaissance Learning server.	8
	Standard/Indicator	TF-I.A; TF-III.B; TF-III.D; TF-IV.A; TF-IV.B; TF-VII.A	
	Communication with Site Mentor	Activities reviewed w/Dr. Harvey during Leadership Team Meeting.	
2	Week's Activities	Prepare E-Rate Form 471/Funding Requests for submission; meet with Director of Finance on technology budget.	18
	Standard/Indicator	TF-II.C; TF-VI.E; TF-VII.A; TF-VII.B; TF-VIII.D	
	Communication with Site Mentor	Activities reviewed w/Dr. Harvey during Leadership Team Meeting.	
3	Week's Activities	Submit and certify E-Rate Form 471; meet with Superintendent, Assistant Superintendent and Director of Finance on budgeting for technology.	6
	Standard/Indicator	TF-II.C; TF-VI.E; TF-VII.A; TF-VII.B; TF-VIII.D	
	Communication with Site Mentor	Activities reviewed w/Dr. Harvey before and during Leadership Team Meeting; meeting w/Dr. Harvey on Lamar Internship Program.	
4	Week's Activities	Attend netVision 20 Executive Steering Committee at ESC20; attend netVision 20 Technology Directors meeting at ESC20; update ePlan LVISD LRPT.	24
	Standard/Indicator	TF-II.D; TF-II.E; TF-V.A; TF-V.B; TF-V.D; TF-VII.B; TF-VII.C; TF-VIII.A; TF-VIII.D	
	Communication with Site Mentor	Activities reviewed w/Dr. Harvey before and during Leadership Team Meeting.	
Hours worked this month:			56
Total Internship hours to date including this month:			56

## Appendix F: Field-based Experience Activities Report



### Lamar University – M.Ed. in Educational Technology Leadership

#### Field-based Activities Monthly Report - Part 2: Reflection

**Instructions:** In submitting your field-based activity log, you are required to reflect on each of your experiences by completing a reflection in your course wiki/e-portfolio that should contain a minimum of 250 words. These reflections will be used to assist you in completing Week 5 of your EDLD 5388 Internship comprehensive exam/final report. Students should use and cite their textbook references as well as two additional reference when writing each reflection.

Reflections allow you to analyze the Internship activity. The act of reflection is influenced by constructivist theory. In essence, it is a way of thinking that allows you to make adjustments to your beliefs or concepts, to learn from your or other's mistakes, to recognize progress you think you have made, and/or to identify needed changes in attitude, disposition, decision-making, actions, or behaviors.

Reflections must consist of statements regarding:

- ♦ the knowledge you gained from the activity and what Standard(s)/Indicator(s) was associated with the activity.
- ♦ How the activity helped you master the Standard/Indicator.

Reflections may consist of statements regarding:

- ♦ insights into the patterns of interactions of the participants,
- ♦ group processes including: who had power, authority, or influence, who was participating and who was not, who was not included, how did you or another leader draw the silent teachers out, was there confrontation, conflict, consensus, agreement, hurt feelings, etc.
- ♦ notations addressing the affective or feeling tone evident,
- ♦ concerns you noticed,
- ♦ questions you have that you should research or about which you can seek expert advice from your campus-based site mentor or your professor, and
- ♦ issues that puzzle you.

Wiki Name	Wiki URL
ListenToTheNatives	<a href="http://listentothenatives.wikispaces.com/">http://listentothenatives.wikispaces.com/</a>